

BARBRA NORAH ATIENO OWAKA

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BIO DATA

NATIONALITY: Kenyan

MARITAL STATUS: single

DATE OF BIRTH: 8th August, 1990

CAREER OBJECTIVES

- To be an articulate self-motivated and obedient provider of quality and exemplary services under minimal supervision.
 - To provide skilled, uncompromised and responsible services accordance with the laid down code of ethics and conduct.
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WORK EXPERIENCE

2014(may)to date: University of Nairobi
Registry Clerk
School of economics currently
Central Administration

2013 (may) to 2014(may): Milimani Law Courts
- Auditing case files

2012 (Sept) - 2013(April): Internship in United States International University Library.
- Library operations

2012 (July-Sept): Attachment at Kenya Utalii College Library

ACTIVITIES DONE

- Classification of Information materials
- Discharge and charging of books.
- Offering reference services
- Shelving of Information materials.
- Information retrieval services to users.
- Current awareness to researchers and Information Seekers.
- Cataloguing of Information materials.

- Using mandarin library computer systems to discharge and charge information material.

2012 (Jan-June): Attachment at High Court of Kenya Civil Archives.

ACTIVITIES DONE

- Opening case files.
- Records Survey
- Appraisal.
- Attending to client queries.
- Data entry.

2011 (Sept) – 2012 (Jan): Attachment at the Kenya National Archives, Documentation Services, and Records Management.

ACTIVITIES DONE

- Records Management
- Conservation of documents
- Microfilming
- Retrieval Services
- User Education
- Processing researchers request.
- Description of documents
- Storage and retrieval of audio visual materials.

2011 (Aug - Sept): Attachment at Nairobi Law Courts

ACTIVITIES DONE

- Disposal of records.

EDUCATIONAL BACKGROUND

2011- To date: Diploma in Information Science

2009-2010: Craft Certificate in Library, Archives and Information (Kenya National Examination Council)

2005-2008: Gitwe Girls Secondary School.

1997-2004: Buruburu 1 Primary School.

HOBBIES

- Watching movies
- Traveling
- Reading

REFEREES

1. DR.BEATRICE. A.ODERA-KWACH

LIBRARIAN
UNITED COMMISSION FOR HIGHER EDUCATION
P.O BOX 50778-00200,
NAIROBI
Cell phone: 0722729623
Email: baokwach@yahoo.com

2. Mr. ERIK OGOLLA

LECTURER
INOORERO UNIVERSITY
P.O BOX 60550-00200,
NAIROBI
Cell phone: 0721523537
Email: erickogolla@yahoo.com

3. FATUMA M.ANDURUU

LIBRARIAN
KENYA FOREST SERVICE
P.O BOX 100964-00100,
NAIROBI
Cell phone: 0722277433
Email: fattykim2009@yahoo.com

